



PERMIT APPLICATION

ZONING

Applicant– Please check one of the following:	
<input type="checkbox"/>	Preliminary Site Plan Review
<input type="checkbox"/>	Final Site Plan Review
<input type="checkbox"/>	Special Use Permit*
<input type="checkbox"/>	Administrative Review
* includes Preliminary Site Plan Review	

<u>DEPARTMENT USE ONLY</u>	
Application Received:	_____
Tax ID:	_____
Fee:	_____
Receipt #:	_____

Applicant Information:

Name: _____

Organization: _____

Address: _____

Telephone Number: _____ Facsimile Number: _____

Interest in Property (owner, tenant, option, etc.): _____

Note: If applicant is anyone other than owner, request must be accompanied by a signed letter of authorization from the owner.

Property Information:

Owner: _____ Telephone Number: _____

Property Address: _____

Legal Description: If in a subdivision: Subdivision Name: _____ Lot Number: _____

If Metes and Bounds (can be provided on separate sheet): _____

APPLICANT CERTIFICATION

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises and uses thereon to verify compliance with the terms and conditions of any Special Use Permit and/or Site Plan approval issued as a result of this application.

Signature: _____ Date: _____

Requested Description:

Written Description: Please use this section to describe the use or uses proposed. Attach additional pages, if necessary.

Available ServicesPublic Water Yes NoPaved Road (Asphalt or Concrete) Yes NoPublic Sanitary Sewer Yes NoPublic Storm Sewer Yes No**Estimate the Following**

Traffic Generated _____

Total Employees _____

Population Increase _____

Employees in Peak Shift _____

House of Operation _____ AM to _____ PM

Total Bldg. Area Proposed _____

_____ Day through _____ day

Parking Spaces Provided _____

Project PhasingThis project will be completed in: One Phase Multiple Phases – Total No. of Phases: _____**Note: The phases of construction for multi-phase projects must be shown on the site plan****Application Materials**

The following are checklists of items that generally must be submitted with applications for Preliminary Site Plan Review, Final Site Plan Review, and Special Use Permits. Applicants should review Articles VI and VII of Chapter 94 of the Mason Code for a complete listing of application requirements. All site plan drawings must comply with the requirements of Section 94-226(d) of the Zoning Ordinance. Incomplete applications will not be processed.

- Completed application form
- 2 copies of full scale site plan drawings
- Plans submitted on CD or PDF (email is acceptable)
- Legal description
- Proof of ownership/owner authorization
- Construction schedule for proposed project
- Construction calculations for utilities
- Fee (see below)
- Any other information deemed necessary

Application Fee

All requests must be accompanied by a fee, as established by the City Council. The fee schedule for Preliminary Site Plan Reviews, Final Site Plan Reviews, and Special Use Permits is as follows (As of October 16, 2006):

Administrative Reviews	\$70.00
Preliminary Site Plan Reviews	\$200.00
Final Site Plan Review	\$100.00
Special Use Permits (includes preliminary site plan review)	\$275.00

Engineering Review

\$220.00*

*Two—hour minimum fee for projects increasing demand on public utilities. Actual fees incurred are billed to applicant upon completion of review.

Application Deadlines

Preliminary Site Plan/Special Use Permit Review

Applications for Preliminary Site Plan Review may be submitted at any time. Complete applications must be received a minimum four (4) weeks prior to a Planning Commission meeting to be placed on the agenda. Upon receipt of a complete application, a public hearing will be scheduled for the next regularly scheduled meeting (for Special Use Permits only). The Planning Commission has the final authority to approve, approve with conditions or deny an application for Preliminary Site Plan/Special Use Permit Review. The Planning Department staff will issue a letter to the applicant advising of any changes or revisions that may be necessary prior to making application for Final Site Plan Review.

Final Site Plan Review

Complete applications must be received a minimum of four (4) weeks prior to a Planning Commission meeting to be placed on an agenda. The Planning Commission has the final authority to approve, approve with conditions or deny an application for Final Site Plan Review. Planning Commission meetings are held on the second Tuesday after the first Monday of every month, unless the Tuesday is a Township recognized holiday, in which case the meeting is held on the following day (Wednesday).

Staff Report

The Planning Department Staff will prepare a report to the Planning Commission regarding an application for Preliminary Site Plan Review, Final Site Plan Review or Special Use Permit. The report will explain the request and review whether it complies with the zoning standards of the Mason Code. Staff will present the findings of that report during the Planning Commission meeting. An applicant who wishes to obtain one (1) copy of that report, at no cost, prior to the meeting must provide a written request to the Planning Department. The report is generally complete on the Friday before the meeting and can be mailed to the applicant or picked up by the applicant in the Planning Department.

Resources: More questions? Please contact our Customer Service Desk at 517.676.9155.

Revised 7.2.2018 (Community Development)